

Performance Appraisal

COPY

PLEASE PRINT

CURRENT AS OF 9/97

Employee Name DUANE BRIDGEWATER Title MCT III

Department _____ Employee Payroll # _____

Reason for Review Annual Promotion Unsatisfactory Performance Merit End of Introductory Period Peer Other SEMI-ANNUAL
 Period covered by review 8/1/99 to 12/31/99 Date of last appraisal 2/18/99 Scheduled appraisal date 1/1

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job. Check the rating box under the appropriate performance description to indicate the employee's performance. Indicate N/A if not applicable. The points for each performance description checked will be totaled and averaged for an overall performance score.

Areas to be Evaluated	N/A	Unsatisfactory (1)	Improvement Needed (2)	Good (3)	Very Good (4)	Outstanding (5)
1. Quality - The extent to which an employee's work is accurate, thorough and neat.				X		
2. Productivity - The extent to which an employee produces a significant volume of work efficiently in a specified period of time.				X		
3. Job Knowledge - The extent to which an employee possesses the practical/technical knowledge required on the job.			N/A			
4. Reliability - The extent to which an employee can be relied upon regarding task completion and follow-up.				X		
5. Attendance - The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.			N/A			
6. Independence - The extent to which an employee performs work with little or no supervision.				X		
7. Creativity - The extent to which an employee proposes ideas, finds new and better ways of doing things.				X		
8. Initiative - The extent to which an employee seeks out new assignments and assumes additional duties when necessary.				X		
9. Adherence to Policy - The extent to which an employee follows safety and conduct rules, other regulations and adheres to company policies.				X		
10. Interpersonal Relationships - The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts.				X		
11. Judgment - The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.				X		
12. _____						

Comments: REMAINED STATIC THROUGH BALANCE OF EVALUATION YEAR.

Comments: REMAINED CONSISTANT SINCE PREVIOUS EVALUATION PERIOD

Comments: N/A

Comments: FOLLOWS GIVEN INSTRUCTIONS APPROPRIATELY

Comments: N/A

Comments: NOTED IMPROVEMENT AS STATED IN PREVIOUS EVALUATION.

Comments: PROVIDES INPUT ON OPERATIONAL ACTIVITIES.

Comments: DEMONSTRATES APPROPRIATE INITIATIVE.

Comments: HAS BEEN OBSERVED TO FOLLOW DISTRICT POLICIES APPROPRIATELY-CONTINUED FROM LAST EVALUATION PERIOD.

Comments: MUST CONTINUE TO PROVIDE OPERATIONAL DIALOGUE WITH MANAGEMENT.

Comments: NEED TO ESTABLISH A CONSISTANT PROTOCOL WHEN HANDLING VACATION SCHEDULING FOR SUBORDINATES. I.E. USE OF BLUE SHEETS TO DETERMINE THE TIME OF REQUEST AND GRANTING OF TIME OFF. THIS IS THE MOST APPROPRIATE METHOD AND VERY STRAIGHT FORWARD TO ACKNOWLEDGE.

Total Points 26 ÷ Number of Areas Rated 9 = 2.9 Overall Rating

UNSATISFACTORY (1.0-1.4) VERY GOOD (3.5-4.4)
 IMPROVEMENT NEEDED (1.5-2.4) OUTSTANDING (4.5-5.0)
 GOOD (2.5-3.4)

Manager's Comments: _____

Employee's Comments: _____

Evaluator's Signature Edie J... Date 3/19/00 Employee's Signature Duane... Date 3/19/00